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MEMORANDUM FOR: [REDACTED] C/POD/OP
FROM: Director of Training
SUBJECT: Form 444c: Language Data Record
REFERENCE: [REDACTED]

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1. The Office of Training approves the discontinuance of the use of Form 444c, Language Data Record. We foresee no disadvantage in this action to Agency employees. Declarations of proficiency in foreign languages of employees now on duty will continue to remain on record and when required, will be used as bases for awards. Employees who have language proficiency and have not as yet submitted a Form 444c will be required, as stated in paragraph 1c(1) of the reference regulation, to have their proficiency evaluated through Agency tests. EOD staff personnel are covered by paragraph 1c(2) of the same regulation.

2. Training Officers are presently required to schedule employees for language tests. This responsibility could also include their arranging for a new Agency employee who claims any degree of knowledge of a foreign language, upon assignment to their office, to be tested as soon as possible. If you agree, we suggest that all Personnel Officers and Training Officers be notified of this extension of responsibility.

3. [REDACTED] is undergoing revision and any reference to the use of the Language Data Record will be deleted.

MATTHEW BAIRD

Distribution:

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